RULES

OF THE

CHELMSFORD

AND

ESSEX

INFIRMARY & DISPENSARY.

REVISED 1901.

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RULES.

Names of Institutions.

1. These Institutions shall be called "The Chelmsford and Essex Infirmary and Dispensary."

Management.

2. The Management shall be under the direction of a President, Vice-Presidents, Governors, and Honorary Treasurer and Secretary.

President, Vice President and Governors Qualifications.

3. A donor of £21 shall be a life Governor and eligible as President or Vice-President. A Subscriber of £1 1s. annually to either Institution shall be a Governor for the year. The Honorary Medical Officers, during their respective terms of appointment, also shall be Governors.

Annual Subscriptions.

4. Annual Subscriptions become due on the 1st of January, and all donations and subscriptions should be paid to the Collectors as early in the year as possible.

Annual and General Meetings and Election of Committee of Management.

5. The Annual General Meeting shall be held ~~on the fourth Wednesday in January~~ during the month of February in every year, at which the Financial Statements and Reports for the past year shall be presented, and a Committee of Management elected; such Committee shall consist of at least ten Governors elected from among the Governors of the previous year together with the President, Vice-President, Hon. Treasurer, Secretary, and two of the Medical Staff as elected by themselves, not more than 24 in all.

Letters of Recommendation Governors are entitled to.

6. Every Subscriber of £1 1s. shall be entitled to receive either one Letter of Recommendation to the Infirmary or Six to the Dispensary. Every Life Governor is entitled annually to the privileges of a Subscriber of £1 1s. Every Annual Subscriber of 10s. 6d. to the Dispensary only shall be entitled to Three Dispensary Letters.

Value of Letters of Recommendation to the Dispensary.

7. Every Letter of Recommendation to the Dispensary shall entitle the holder to obtain advice and medicine from the establishment of the Dispensary at one of the times when the Dispensary is open, or the holder may be supplied with a truss or other surgical appliance of the value of 3s. 6d., or if the same shall exceed that value, then the holder shall produce other letters, each such letter representing the sum of 3s. 6d. Not more than three letters can be received from any one applicant.

Clergymen, Ministers, and others entitled to Vote in respect of Collections in Aid of Institutions.

8. Every Clergyman, Minister, or other person who shall have a Collection made for either or both of the Institutions, shall be entitled to Letters of Recommendation to either Institution, in proportion to the amount collected (instalments of such tickets will be forwarded as required), and such Clergyman or Minister shall be entitled to attend any General Meeting held during the twelve months following the payment of such collections, with powers to vote as an ordinary Governor.

Nomination of Life Governor by an Executor.

9. The acting Executor of any Testator paying to either Institution a legacy of £50 or upwards, shall be entitled to nominate one of the Executors as Life Governor with all its privileges.

No. of Governors to form a Board of General Committee.

10. At all Meetings, General or Special, not less than five Governors shall be necessary to constitute a Board.

Calling of Special Meetings.

11. Any five of the Governors shall have power to call a Special General Meeting, through the Secretary, by giving at least seven clear days' notice thereof.

Meetings Called by Letters from Secretary or by Advertisement in Local Papers.

12. Every Meeting, whether General or Special, shall be convened either by Advertisement in the Weekly Papers published at Chelmsford, or by letters from the Honorary Secretary, and the notice for any Special Meeting shall specify the reason for convening such Meeting, and the place, day, and hour for holding same. Not less than seven clear days' notice shall be given of any such Meeting.

Subscribers in Arrear not Entitled to Vote.

13. No person whose subscription is six months in arrear shall be entitled to attend at any Meeting.

Chairman Entitled to a Casting Vote.

14. In all cases of an equality of votes, the Chairman for the time being shall be entitled to a second or casting vote.

Meetings and Work of Committee of Management.

15. The Committee of Management shall meet at such times as the Honorary Secretary may think necessary, of which at least seven clear days' notice shall be given, they shall prepare the Report to be submitted to the Governors at the Annual Meeting; also prepare a proper statement of the Receipts, Expenditure, and General Finances of the Institutions, and elect all Honorary Officers.

Appointment of House Committees and their Powers.

16. The Committee of Management, immediately after their election, shall appoint not less than eight or more than twelve of their number, including two of the Medical Staff elected under Rule 5, to form a House and Visiting Committee, to have the following powers—viz.: to admit and discharge Patients, and generally to conduct the affairs of the Institutions; to examine all Accounts and order payment of same; to examine the Books, showing the number of Patients in the Infirmary, inspect the buildings, visit Patients periodically, and generally manage the detail business transactions appertaining to both Institutions, together with the engagement, suspension, or discharge of Matron, Nurse, Probationer, or any Servant.

House Committee Meetings.

17. The House Committee shall meet at least once in every three months, or as frequently as the Chairman of the House Committee or Honorary Secretary may think necessary. Three clear days' notice shall be given before each Meeting, and three members shall form a quorum.

Trustees and Appointment to Vacancies.

18. The Estates and Funds of these Institutions shall be vested in Trustees. Whenever the number of the Trustees of any Estate or Fund is reduced to two, the vacancies shall be supplied at the following Annual or a Special Meeting.

Treasurer and Secretary's Duties.

19. The Accounts shall be kept by the Secretary and Treasurer. An Account of all Receipts and Payments relative to the Infirmary shall be kept distinct from those relative to the Dispensary, as it is intended that each Institution shall be financially separate. All general expenses shall be apportioned between the two Institutions in such manner as the House Committee shall direct.

Medical Officers.

20. The Committee of Management shall make arrangements for the attendance of competent Honorary Medical Officers on such days as they shall from time to time appoint. The Committee shall appoint each of such Medical Officers for a term of three years. The retiring Medical Officer shall be eligible for re-election.

Dispenser's Attendances.

21. The Dispenser shall attend on such days and at such hours as the House Committee shall appoint, and shall on no account be absent on the dispensing days without taking care to find such a substitute as shall be

approved of by the House Committee, Honorary Secretary, or Medical Officer, nor shall he under any pretence prescribe for any Patient.

Dispenser's Duties.

22. The Dispenser shall receive and carry out all orders given by the Medical Officer, Honorary Secretary, or House Committee from time to time.

Honorary Secretary's Duties.

23. The Honorary Secretary shall keep necessary books of accounts, bills for payment, receipts for money paid, and produce same to the House Committee when required, he shall also attend the meetings of the various Committees; keep minutes of all proceedings, and produce same at each subsequent Meeting.

Collector's Duties.

24. The House Committee shall appoint Collectors to carry out whatever Secretarial work may be necessary on such terms as they may think expedient.

Collector's Sureties.

The Collectors shall find sureties to the satisfaction of the House Committee.

The Collectors shall regularly collect the Subscriptions, give receipts for the same, and pay the sums in hand to the Bankers of each Institution, so that never more than £10 is retained in possession.

Matron's Appointment.

25. The Matron shall from time to time be appointed by the House Committee, at such salary and with such allowances as they may think fit, and may be suspended or removed by them, but no such appointment, suspension, or removal shall take place except at a Special Meeting of the House Committee.

Matron's Duties.

26. The Matron shall reside at the Infirmary and have the care of the House, premises, and furniture, and be responsible for the general cleanliness and good order of the Institutions; and she shall attend punctually on the Medical Officers and render such assistance as they or the House Committee may require, and devote the whole of her time to the services of the Institutions.

Infirmary Patients.

27. The Infirmary shall be for the accommodation of Patients not suffering from contagious or incurable disorders, and no woman in an advanced state of pregnancy, no child under 4 years of age unless specially permitted by the House Committee, no person in receipt of parish relief, and no insane person shall be admitted excepting in extraordinary cases requiring an operation.

Accidents.

28. In cases of accident, or such cases as do not admit of delay, any one of the Medical Officers or the Matron may give provisional admission to the Infirmary, but all such cases shall be immediately reported to the Hon. Secretary.

Infirmary Patients Payments.

29. Every Patient shall so long as he shall be in the Infirmary pay in advance to the Matron, for the benefit of the Institution, such weekly sum as the House Committee shall direct, and every Patient must obtain a Letter of Recommendation, and be provided with decent clothing, and with a proper change of linen.

Limit of Time of In-patient.

30. No Patient can remain in the Institution for a longer period than three months, unless by special permission from the House Committee, and the production of a fresh Letter of Recommendation.

Regulations by House Committee.

31. The House Committee may from time to time make such regulations as they may think proper for the visits of friends, but such regulations may be varied by any Medical Officer in cases of dangerous illness.

As to Introduction of Food or Drink other than provided. No Smoking allowed.

32. Every requisite, except personal clothing, will be provided in the Infirmary, and no Patient may receive food or drink from any other source without the sanction of a Medical Officer. No smoking shall be allowed in the House.

Dispensary Patients.

33. No person who is not really necessitous, or who is in receipt of parish relief, shall be deemed a proper object for the Dispensary. No person subject to Epileptic Fits shall be allowed to attend at the Dispensary. This rule shall be printed conspicuously on every letter of Recommendation.

Patient's Attendance.

34. Every Patient shall, in first instance, attend personally with his Letter of Recommendation, but any Patient on the books, unable afterwards to attend, may by a competent messenger obtain advice and medicine at the Dispensary at the regular times.

Patient's Payments.

35. Each Patient shall, so long as his name appears in the books, pay to the Dispenser for the benefit of the Institution the sum of 2d. per week.

Patients to Confirm to Rules.

36. Every Patient neglecting to send to or attend at the Dispensary for fourteen days without leave of the Medical Officer under whose care he may be, or not conforming to all the rules and directions, shall be dismissed.

Limit of Term of Letter of Recommendation.

37. No Patient shall be allowed to continue longer than eight weeks on the books unless he shall bring a fresh Letter of Recommendation.

House Committees' Power to Expel Patients

38. The House Committee shall have full power to remove or expel any Patient or person receiving any benefit from either of these Institutions.

39. No person labouring under any disgraceful complaint shall have the benefit of either of these Institutions.

Legacies of £20 or upwards to be Invested.

40. All legacies of £20 and upwards shall be invested in the names of Trustees, and applied to the Endowment Fund.

Income of Institutions.

41. The Annual Income arising from the Fund which has been raised or invested for the Infirmary, and from any sum which may be added to that fund, shall be devoted exclusively to the expenses attending that Institution. And the Annual Income arising from any fund which is or may be devoted to the Dispensary shall be applied to the expenses attending that Institution. The Governors however may at their Annual Meeting, if they see fit, apply any portion or the whole of the surplus income derived from the previous year, from either Institution to the benefit of the other.

Private Wards

42. The charge payable by each Patient in a Private Ward shall be fixed by the House Committee or two of them, one of whom shall be either the Chairman or Secretary, but no such charge shall be less than 25s. per week. This charge shall cover all expenses for maintenance and nursing, but each patient must make his own arrangements as to medical attendance.

Alteration of Rules.

43. There shall be no alteration of, or addition to, any of the Rules of these Institutions, except at a General Meeting of Governors specially called for that purpose, when a copy of the proposed alteration shall be given with the notice convening the meeting.

Interpretation Clause.

44. In the construction of these Rules every word referring to males shall include females, and the word "month" shall mean calendar month.